

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



**HQ AIR FORCE MATERIEL OPERATING
INSTRUCTION 10-4**

7 APRIL 2000

OPERATIONS

**HQ AFMC EMERGENCY NOTIFICATION,
ALERT AND RECALL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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INTRODUCTION. This instruction implements AFD 10-2, *Readiness*, AFMCI 10-205, *Emergency Notification, Alert and Recall* and fulfills WPAFB Plan 17, *Recall/ Notification Plan* requirements. It details procedures and duties for Standby Duty Officers (SDO), pyramid alert/recall procedures for HQ AFMC personnel and the HQ Battle Staff. It applies to HQ AFMC Directorates, Staff Offices, and the 88 ABW/CP. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 as authorized by 10 U.S.C. 8013.

SUMMARY OF REVISIONS.

This instruction has been extensively revised and replaces AFMCI 10-205, *Standby Duty Officer (SDO) Notification Alert/Recall and Battle Staff Recall*, 21 December 1995. For guidance to field units, see the revised AFMCI 10-205, 7 April 2000.

1. Organizational Responsibilities

1.1. The HQ AFMC Command Center will

- 1.1.1. Develop internal alert/recall procedures to guide controller actions.
- 1.1.2. Maintain an SDO roster with current listings for all HQ directorates and staff offices.
- 1.1.3. Notify one or more directorate/staff office SDOs when.
 - 1.1.3.1. So directed by higher authority (base commander, AFMC/CC etc) IAW duty chart (example at Attachment 1).

1.1.3.2. Receiving specific information or messages after duty hours IAW the organization's instructions (see 1.2.1 below.)

1.1.3.3. The AFMC Commander, the Battle Staff Director (BSD) or his/her designee (see 4 below) directs a Battle Staff alert/recall.

1.1.3.3.1. Notify AFMC/XP-AO immediately when a Battle Staff recall is initiated by other than the BSD.

1.1.4. Check Automatic Notification System (ANS) procedures and audibility by

1.1.4.1. Performing an ANS test each Tuesday.

1.1.4.2. Exercise the ANS backup capability on the last Tuesday of each month

NOTE:

The HQ Command Center is consolidated with the 88 ABW/Command Post. To avoid confusion and for ease of use in this HOI, they will be collectively referred to as the "CP" or "Command Post."

1.2. AFMC directorates and staff offices will

1.2.1. Appoint an individual to administer an organizational SDO program.

1.2.1.1. Determine the SDO appointment method: on a rotating basis for a finite period (up to 30 days) or on a permanent roster. Directorates that choose a rotating SDO roster system must provide their SDO with a pager or cell phone to use during the SDO's duty tour. Permanent rosters must have at least four names in addition to the organization's executive officer or equivalent. **NOTE:** A telephone recording/voice mail system is *not* an acceptable substitute for an SDO.

1.2.1.2. Appoint SDOs IAW 1.2.1.1 above. The SDO may be an officer, NCO or civilian and must have a SECRET or higher security clearance. SDOs may serve as Battle Staff representatives and vice versa.

1.2.2. Prepare and send SDO rosters to the 88 ABW/CP (see Attachment 1). The directorate's SDO roster must contain

1.2.2.1. SDO appointment method (rotating or permanent).

1.2.2.2. Each SDO's name, address and home telephone number (including pager/cell phone if applicable).

1.2.3. Update rotating SDO rosters quarterly and forward them no later than the tenth of the month prior to implementation. Emergency changes made on short notice may be called in to the Command Post, 7-6314.

1.2.4. Update and forward permanent rosters when any changes occur. Make emergency changes by calling the HQ AFMC Command Post, 7-6314.

1.2.5. Identify directorate-specific situations when non-duty hour notifications are required. Provide the HQ AFMC Command Center (88 ABW/CP) a letter detailing these situations, including messages or reports (e.g. OPREP-3, aircraft accident or incident, etc). See Attachment 2 for sample.

- 1.2.6. Provide a copy of its SDO list to the directorate/office at the top of the column directly above them on the HQ AFMC Emergency Notification Chart (Attachment 3.)
- 1.2.7. Designate one or more of the organization's Battle Staff representatives (see AFMC HOI 10-1, Ch 5.2) as the Point Of Contact (POC) to notify for a Battle Staff alert or recall. If feasible, this can be (one of) the SDO(s).
- 1.2.8. Develop, disseminate and maintain a current organizational pyramid alert/recall roster.
- 1.2.9. Provide or arrange for appropriate SDO training. See 3.2 below for specifics.
- 1.2.10. Prepare and maintain one or more SDO books. See 3.3 below for contents and maintenance requirements.

1.3. The AFMC Operations Office (AFMC/XP-AO) will

- 1.3.1. Maintain and update this plan as necessary.
- 1.3.2. Coordinate actions in this plan with those in related documents: WPAFB Plan 17, *Recall/Notification*; WPAFB *Installation Security and Resource Protection Plan (ISRPP)*; HOI 10-1, *Battle Staff Operations and Administration*; and HOI 10-3, *HQ AFMC Threatening Condition Response*.
- 1.3.3. Provide assistance and training materials to directorates, their SDOs and Battle Staff members.

2. Mission. AFMC directorates and staff offices must provide 24 hour response capability for working tasked problems, alert/recall personnel (See AFMC HOI 10-3, *HQ AFMC Threatening Condition Response*) and/or provide pre-designated Battle Staff personnel (see AFMC HOI 10-1 *Battle Staff Operations and Administration*) when so directed.

3. Standby Duty Officers (SDO)

3.1. Duties & Responsibilities

- 3.1.1. When notified after duty hours, SDOs will
 - 3.1.1.1. If directed, perform an organizational pyramid alert/recall.
 - 3.1.1.2. If directed, work organizational-specific problems/inquiries (including emergency Customer Help Center [CHC] problems) and/or notify proper POC.
 - 3.1.1.3. If directed, recall the organization's Battle Staff representative(s).
- 3.1.2. Keep the CP informed of their location if on rotating duty and temporarily without a pager or cellular phone. (**NOTE:** SDOs on a permanent roster [see 1.2.1.1 above] are not required to have a pager or cellular phone and do not need to notify the CP of their location.
- 3.1.3. For rotational SDOs, insure an alternate is available and known to the CP if the primary is unavailable due to illness, TDY etc.
- 3.1.4. SDOs from DR, LG, DO, CE, XP and CCQ will notify the SDOs from *each* organization appearing below them on the Emergency Notification Chart at Attachment 3 and will notify the CP (257-6314) of any organizations they were unable to contact.

3.1.5. Maintain a current copy of their directorate's SDO book (see 3.3 below) and have it available.

3.2. Training. SDOs must be thoroughly familiar with their duties:

3.2.1. Organizational response actions, both general and specialized, including emergency CHC responses.

3.2.2. Pyramid alert/recall actions.

3.2.3. Battle Staff recall actions if applicable.

3.3. SDO Book. On-duty SDOs will take their book home after duty hours and on weekends. Each permanently assigned SDO must have his/her own copy.

3.3.1. At a minimum, the SDO book must contain

3.3.1.1. A copy of this instruction.

3.3.1.2. A copy of HOI 10-3.

3.3.1.3. A copy of HOI 10-1, if the SDO is also the Battle Staff POC.

3.3.1.4. Applicable organization instructions.

3.3.1.5. Organization pyramid alert/recall and Battle Staff recall procedures.

3.3.1.6. Organization key personnel and battle staff member lists with addresses and home phone numbers (including pager/cell phones).

3.3.1.7. The SDO and key personnel roster for the organization(s) immediately below them on the HQ AFMC Emergency Notification Chart (see Attachment 3).

3.3.2. Permanently assigned SDOs must keep their own books updated. For organizations with rotating SDOs, the SDO program administrator will insure the book is updated as necessary.

4. HQ AFMC Battle Staff Recall.

4.1. The HQ/CP recalls the HQ AFMC Battle Staff at the direction of the HQ AFMC Commander or the Battle Staff Director (BSD) (AFMC/XP-AO division chief-see HOI 10-1).

4.2. The HQ/CP initiates Battle Staff recall by contacting SDOs from the directorates specified by the BSD. Use the appropriate statement from attachment 2.

4.3. SDOs will notify their primary Battle Staff member. In addition, SDOs from DR, LG, DO, CE, XP and CCQ will notify the SDOs from *each* organization appearing below them on the Emergency Notification Chart at Attachment 3, instructing them to have their battle staff representative either report to the Command Center or stand by, depending on the BSD's instructions. They will then notify the CP (257-6314) of any organizations they were unable to contact.

4.4. If the SDO cannot contact any of their directorate's battle staff members, the SDO reports in their place.

4.5. Once notified, Battle Staff members will respond as directed and IAW the time limits in HQ AFMC HOI 10-1, *Battle Staff Operation and Administration*.

5. Notification Procedures: The CP will use all available communications systems to pass emergency notification messages to all directorates and report status to competent authority. Report Battle Staff recall status to the AFMC/XP-AO chief (BSD.)

5.1. During duty hours (0730-1630) the CP will use the Automatic Notification System (ANS). The ANS allows CP controllers to make voice contact with multiple subscribers simultaneously. ANS calls will go to each directorate/staff office's command section, using the pre-identified numbers listed in WPAFB Plan 17.

5.1.1. When using the ANS, the CP controller will record the message and repeat it a second time. Subscribers will respond when polled as follows:

5.1.1.1. When the message ends the recording will ask, "Do you understand the message? Press '9' for Yes or '6' for No." Press '9' if you understand the message, and hang up when prompted. If you need the message repeated, press '6' as necessary, then press '9' and hang up when prompted.

5.2. Procedures for contacting rotating roster SDOs during non-duty hours (1630-0730 the next duty day):

5.2.1. The CP will first try to contact the SDO at home. **Note:** SDOs on rotation duty *temporarily* without a pager or cell phone must always keep the CP apprised of their movements when not at home or their office.

5.2.2. If unsuccessful, the CP will next try the SDO's pager or cell phone. If the cell phone isn't answered and/or the page isn't returned within 15 minutes, the CP controller will call/page a second time. Situation urgency will dictate when to abandon the attempt and proceed to the next step.

5.2.3. When a rotating roster SDO cannot be located, the CP notifies the directorate/staff office's exec/ equivalent, or the deputy/assistant director. If the CP cannot reach either, the CP will contact the director.

5.3. Procedures for contacting permanent roster SDOs during non-duty hours:

5.3.1. The CP calls the first person on the directorate's list at home, then via cell phone or pager (if applicable) in that order. **Note:** SDOs on permanent duty are not required to have cell phones or pagers.

5.3.2. If unsuccessful, the CP will then attempt to contact, in order, the remaining SDOs on the roster.

5.3.3. If none of the SDOs can be contacted, the CP proceeds IAW paragraph 5.2.3 above.

5.4. Notification procedures, communications inoperative: when normal communications are not available the CP may use any available method for emergency notification, such as cable television message system, public address system, radio net, computer LAN, hand delivery etc.

TODD I. STEWART, Major General, USAF
Director of Plans and Programs

Attachment 1

SDO ROTATING ROSTER - SAMPLE LETTER

MEMORANDUM FOR 88 ABW/CP

FROM: (Directorate name)

SUBJECT: Standby Duty Officer Roster

1. The following individuals will serve as the (Directorate name) SDO during non-duty hours (1630-0730) for their assigned duty tour. The directorate's SDO pager/cell phone number is _____. Notify the SDO on duty IAW our instructions or when so directed for emergency alert/recall or Battle Staff notification.

2. During duty hours, notify our directorate office (phone number) when above situations occur.

06 October 1999 through 05 January 2000

Date/Hour	Name/Rank	Home Phone	Office Phone	Personal Pager/ Cell Phone	Security Clearance
Assignment					
6 Oct/1630-13 Oct/0730	Hall, J. D. Capt	222-2222	7-5766	none	TS
13 Oct/1630-20 Oct/0730	White, Randy GS12	555-5427	6-3059	368-4911(pgr)	TS
20 Oct/1630-27 Oct/0730	MacDonald, J.D. 1/Lt	555-0018	7-4658	none	TS
27 Oct/1630-3 Nov/0730	Standiford, Les GS13	666-2358	6-5152	none	S
3 Nov/1630-10 Nov/0730	Levy, Burt 2/Lt	555-2002	7-4329	none	TS
10 Nov/1630-17 Nov/0730	Burke, James Maj	333-1240	6-5000	338-8501 (cell)	S
17 Nov/0730-24 Nov/0730	Penman, Sharon Capt	555-3181	7-9326	none	TS
24 Nov/0730-1 Dec/0730	MacGregor, Tom GS11	999-9981	6-3201	none	TS
1 Dec/0730-8 Dec/0730	Poyer, Dan Capt	555-2636	7-7331	none	TS
8 Dec/0730-15 Dec/0730	McDonald, Paula Maj	555-7501	6-0335	none	TS
15 Dec/0730-22 Dec/0730	Hiaasen, Carl 1/Lt	555-0098	7-3280	none	TS
22 Dec/0730-29 Dec/0730	Christmas, Mary GS13	555-1225	6-4809	none	TS
29 Dec/0730-5 Jan/0730	Grissom, Ken CMS	333-5027	7-0604	none	S

3. We will notify you immediately of any changes. SDOs temporarily without a pager or cell phone have been instructed to keep the CP apprised of their movements when not at home or their office.

4. This roster is covered by the Privacy Act of 1974.

FRANKLIN K. BENJAMIN, Colonel, USAF

Director, _____

SDO PERMANENT ROSTER LETTER (SAMPLE)

MEMORANDUM FOR 88 ABW/CP

FROM: (Directorate name)

SUBJECT: Standby Duty Officer (SDO) Roster

1. Request you notify one of the individuals listed below after duty hours (contact sequentially) IAW our instructions or when so directed for emergency alert/recall or Battle Staff notification.
2. Notify our directorate office (phone number) when above situations occur during duty hours.

SDO	DUTY PHONE	HOME PHONE
1. Lt Col Stephen Coonts	7-2345	837-1234 (cellphone 367-1004)
2. Maj Lindsey Davis	7-1700	297-9292
3. Mr David Harley (GS13)	7-6767	667-11124.
4. CMS Rhonda Gardnier	7-2323	879-2323
5. Maj William Fold (exec)	6-2220	427-8877 (pager 697-3201)

3. This information is covered by the Privacy Act of 1974.

CHERYL A. ROBERTS, SES
DIRECTOR OF _____

Attachment 2**SDO REASONS FOR NOTIFICATION LETTER (SAMPLE)**

MEMORANDUM FOR 88 ABW/CP

FROM: (Directorate name)

SUBJECT: Standby Duty Officer (SDO) Notifications

1. In addition to after normal duty hours emergency alert/ recall or Battle Staff notification, notify our SDO when you receive the following reports:

2. In addition, messages in the following categories should also be immediately passed to the SDO:

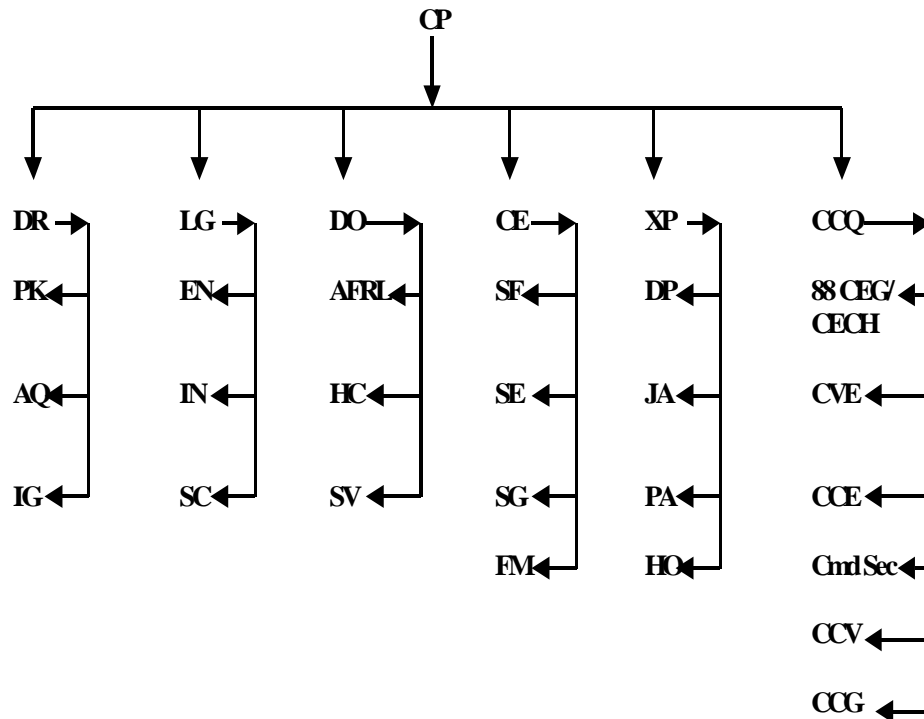
3. Please refer to our most recent SDO roster letter for the person to contact.

FRITZ OBERST
COLONEL, USAF

Attachment 3

AFMC EMERGENCY NOTIFICATION CHART

SDOs on the top row will contact the SDO in each organization vbelow them and notify the CP of any organizations they were unable to contact.



TYPICAL MESSAGE SCRIPT

PYRAMID ALERT (TELEPHONE STANDBY): This is the HQ AFMC Command Center with a telephone pyramid alert. All personnel complete your alert notifications and remain on telephone standby until further notice”.

PYRMID ALERT NOTIFICATION: “ This is the HQ AFMC Command Center with a telephone pyramid alert.”

Potential reasons (not inclusive)

“THREATCON _____ has been declared for Wright-Patterson AFB.

“Staggered work hours are in effect”

“Due to (emergency situation), all personnel are directed to (action).”

“Please contact all personnel in your notification chain.”

PYRAMID RECALL, ALL PERSONNEL: “This is the HQ AFMC Command Center with a pyramid recall. All personnel complete your pyramid recall notification and report to your normal duty station immediately.”

BATTLE STAFF RECALL, ALL AFFECTED PERSONNEL: “This is the HQ AFMC Command Center. The HQ AFMC Battle Staff is recalled. Please notify your Battle Staff memebbers and have them report to the Command Center for a situation briefing.”